



## UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

August 17, 1977

## MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

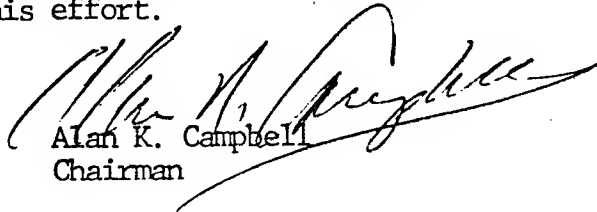
On August 12, 1977, the President signed the attached memorandum to heads of executive departments and agencies.

The President's memorandum reaffirms his commitment to accomplishing Government reorganization with a minimum of hardship to employees and he asks that everything possible be done to preclude displacement of employees from their jobs. In the same memorandum, the President has given the U. S. Civil Service Commission broad authority to set up additional mechanisms for providing continued employment to those who may face displacement.

The Commission is therefore reviewing actions which might be taken to provide maximum assistance to employees facing loss of jobs. These actions could include authorizing early retirement for eligible employees, special counseling, registration in the Commission's Displaced Employee Program, a temporary freeze on hiring for all agencies in the appropriate geographical area, priority placement of affected employees in other agencies, and providing opportunities for retraining.

A careful analysis of any major reorganization or closure will be made by the Commission to determine the extent of assistance needed. The closing of the Frankford Arsenal in Philadelphia, Pennsylvania is the first such situation under the Presidential mandate before the Commission. Detailed instructions and guidance will be issued to all Federal agencies in the Philadelphia area shortly. We will follow this same basic approach in any future reorganization or closures; that is, tailor the outplacement assistance program to the locality and the needs of affected employees.

To implement the President's mandate, it is imperative that you communicate the President's continuing concern to all your managers, both in Washington and the field, and ask them to give Civil Service Commission area offices their full cooperation in this effort.

  
Alan K. Campbell  
Chairman

Attachment

AUGUST 12, 1977

Approved For Release 2004/03/23 : CIA-RDP80M00165A001700110019-5  
Office of the White House Press Secretary

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THE WHITE HOUSE

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## MEMORANDUM FOR THE HEADS OF

## EXECUTIVE DEPARTMENTS AND AGENCIES

Government reorganization for better Government performance is one of my main goals, and I am encouraged by the progress made so far. How we handle the personnel aspects will be important to our ultimate success. I am committed to accomplishing the reorganization with a minimum of hardship to employees.

The reorganization will unquestionably require consolidation of functions and, in some cases, the closing of certain activities. In the event employees of your agency cannot be transferred with the same functions, you should do everything you can to place them in other suitable positions, including filling vacancies within your agency with qualified employees scheduled to be displaced, working through the Civil Service Commission's Displaced Employee Program to facilitate placements in other agencies, and providing opportunities for retraining.

This is a two-way responsibility. Just as I expect you to give all possible assistance to your own displaced employees, it is also your responsibility to give full consideration to hiring displaced workers of other agencies. This is the only way we can ensure that employees will not be adversely affected by the reorganization.

I have asked the Chairman of the Civil Service Commission to set up additional mechanisms to aid in the placement of employees affected, including mandatory priorities in hiring, and to provide you with other assistance as necessary. Chairman Campbell will follow through with these efforts and will report the results to me.

I am counting on your cooperation and resourcefulness to help us carry out the transition to greater governmental effectiveness as smoothly as we can.

JIMMY CARTER

# EXECUTIVE SECRETARIAT

## Routing Slip

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	1 DCI				
	2 DDCI				
	3 D/DCI/IC				
	4 DDS&T				
	5 DDI				
	6 DDA	✓			
	7 DDO				
	8 D/DCI/NI				
	9 GC				
	10 LC				
	11 IG				
	12 Compt				
	13 D/Pers				
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	15 DTR				
	16 Asst/DCI				
	17 AO/DCI				
	18 C/IPS				
	19 DCI/SS				
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SUSPENSE

Date

Remarks:

3637 (7-76)

Date

(EXECUTIVE REGISTRY FILE